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9 JUL 1968

Meeting minutes

MINUTES

DD/S STAFF MEETING

2 July 1968 - 1030 Hours

25X1

2. Temporary Operating Allowances

Mr. Coffey said that all offices have now received their allowance figures, and the information that pay raise costs must be absorbed by the individual office. We are now on a one-twelfth operation basis, and any office requiring larger amounts for operation in any one month should immediately contact the DD/S. [redacted] said that the Bureau of the Budget has raised the possibility that any specific congressional cuts of Agency funds will be considered as part of that agency's overall reduction and not an additional cut.

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Mr. Osborn joined the meeting and [redacted] departed.

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3. Personnel Limitations

Mr. Coffey commented on the requirement to abide by the June 30, 1966 strength figure, and the necessity for a tight control of personnel strength on a month-by-month basis.

Mr. Bannerman joined the meeting.

Mr. Wattles pointed out that we have been keeping a double set of books with respect to IAS (pool) and OSA over-strength; so far there has been no reaction from the Bureau of the Budget. Mr. Bannerman added a further comment that we also have a problem with contract employee strength figures.

4. Career Management and Development

Mr. Bannerman noted that this subject had been raised at a meeting of the Deputy Directors, and that all were interested in determining what was actually being done in this area. It was recognized that in some cases a definite career plan cannot be developed, but care and attention must still be paid to individual employee development. Colonel White has asked for a report from each directorate by 1 August, to particularly address itself to: What is each directorate doing about

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declassification

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rotation of employees within directorates? What about rotation across directorate lines? The DD/S will be asking questions of each Career Service, and a final report will then be put together by the DD/S Staff. The DD/S commented that he considered GS-14's and above in the support career services to be available for transfer any place within the Support Directorate as needed.

5. LBJ Library

At a meeting this morning the DCI designated [redacted] to head a committee to resolve problems connected with the library. The committee will have a DD/S representative.

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6. Around the Table

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a. [redacted]

Commented on the President's proposed trip to Latin America.

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Mr. Bannerman said that the DD/P will have a continuous watch during the entire visit. [redacted] is to get the name and telephone number of the designated watch officer.

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b. Mr. Wattles:

The Agency was exactly on ceiling on 30 June 1968.

c. Mr. Osborn:

Commented on a demonstration by DIA on a method of checking safe combinations.

e. Dr. Tietjen:

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Commented on a limited study made on the campus use of drugs. The study concluded that about one of five students, at some time during their campus stay, use drugs -- mostly LSD.

[redacted]

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f. Mr. Bush:

Noted that the bill allowing increased financial allotments was signed by the President on Saturday (P. L. 90-365). Implementing procedures must be prescribed by Treasury.

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[redacted] Finance Officer, OSA has had additional medical problems and will probably be medically retired.

g. Mr. Meloon:

OL has had some business in connection with the President's trip.

Raised the question of the use of the Fitness Report as a vehicle for recommending promotions. Mr. Meloon said that he has stopped this practice within Logistics, but he continues to receive such comments on Fitness Reports originating outside of the Office of Logistics. It was noted that this is a recurring problem and Mr. Bannerman suggested possible use of the Support Bulletin as a means of discouraging the practice.

Said that the space utilization study is a very complicated problem.

7. The meeting adjourned at 1115 hours.

[redacted]

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Special Assistant to the
Deputy Director for Support

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